

Copy Editor for CLO Lima



Project Title	Copy Editor for CLO Lima
Project Summary	We seek a copy editor with fluent Spanish skills for a weekly English-language newsletter published for employees and family members of the U.S. Embassy in Lima, Peru.
Country	Peru
Agency	Department of State
DoS Office	N/A
Post	LIMA
Section	CLO
Number of Interns	2

Project Description

We seek a copy editor with fluent Spanish skills for a weekly English-language newsletter published for employees and family members of the U.S. Embassy in Lima, Peru. Tasks include:

- Edit a weekly, 24-page newsletter to comply with the Embassy Style Guide and The Chicago Manual of Style.
- Read Spanish-language Lima newspaper event columns and calendars, and prepare summaries for 2-4 events in English, each no more than 150 words in length. Ideal selection includes events to appeal to different demographic groups from the Embassy, including children, tweens, teens, singles, couples, etc.

Desired Skills Interests

Skill

Editing

writing

Microsoft Publisher

newsletter management

experience writing briefs

publishing

Additional Information

We would like an intern who can read Spanish text.

Language Requirements

Language	Speaking Proficiency	Reading Proficiency	Importance
Spanish	Limited working proficiency	Minimum professional proficiency	Required